

STATEMENT OF WORK

Independent Consulting Services: Gender and Social Inclusion Reporting Analyst

A. Introduction

The Millennium Challenge Corporation (MCC) is a United States government-owned corporation responsible for the stewardship of the Millennium Challenge Account (MCA). MCC works with developing countries to promote sustainable economic growth to reduce poverty. MCC provides oversight and technical support to countries during Compact Development and during Compact Implementation. MCC's Gender and Social Inclusion group participates in all phases of compact development and implementation to ensure that projects are designed and implemented with social inclusion and gender equality objectives.

The Gender and Social Inclusion (GSI) group is part of the Sector Operations Division of MCC's Department of Compact Operations. GSI works with country counterparts and other MCC staff to analyze social context and proactively identify opportunities for social inclusion, especially in the context of social inequalities (like gender) that are constraints to poverty reduction through growth. The GSI team is responsible for ensuring that MCC's Gender Policy and operational requirements are met.

B. Scope and Objective

The GSI team is seeking an entry-level analyst on a consultancy basis to support the team in its country technical support and compact-related work, including but not limited to, knowledge management, research, report writing, outreach and communication efforts, and other tasks to improve capacity among our country counterparts.

C. Country

MCC Headquarters – Washington, D.C. or any MCC eligible country

D. Tasks

The tasks of the analyst will include (but are not limited to) the following:

- Assist GSI team with project development including desk research on selected countries and topics, preparation of guidance materials for compact development, coordinating GSI work with other sectors and functions.
- Assist GSI team in implementation oversight of one or more country programs.
- Assist GSI team with research and documentation of aggregate lessons learned and best practices.
- Assist GSI team with knowledge management efforts.

- Assist GSI team in internal and external communications, which may include conducting research and writing of success stories, maintaining a list serve of stakeholders, developing MCC GSI newsletter, coordinating updates on MCC website, etc.
- Assist GSI in developing and implementing capacity-building activities with and for our country counterparts.
- Assist with event planning, organization of internal and external meetings, conferences or learning events; taking minutes and distributing materials to participants.
- Assist with budget monitoring, record keeping, and work plans.
- Some international travel may be required to support country work.
- Other ad hoc duties may be assigned

E. Deliverables

- Country and topical desk reviews
- Analytical and research reports and discussion papers
- Country project status reports
- International travel, if needed
- Meeting reports and minutes
- Ad hoc reports

Acceptance Criteria

The deliverables will be evaluated according to the following criteria:

- Thoroughness and timeliness in complying with all of the elements in the tasks specified.
- Quality and clarity of analyses and work produced.
- Timeliness and efficacy of communications with relevant counterparts at MCC, MCA, and other relevant organizations.
- All reports are to be submitted in English in hard and electronic copy (in MS Word), with tables, data and calculations in MS Excel.

F. Conflict of Interest

The consultant would be precluded from bidding on work and services (design, assessment, construction and supervision) to be procured by the local MCA accountable entity or using funds advanced under a Compact in the relevant country.

G. Period of Performance

The period of performance of this consultancy includes a base period of twelve months. The estimated number of hours are 2080. MCC anticipates this level of effort but does not guarantee this level of effort as it may increase or decrease.

H. Timing and Reporting

All formal communication with MCC, including reports, will be submitted to the COR/PM. The COR/PM for this requirement will be identified via separate correspondence.

The COR/PM will have technical responsibility for monitoring the contractor's performance.

The COR/PM will review and evaluate the contractor's performance, and also will coordinate any communications with relevant counterparts and other donor agencies and organizations.

Any changes in the terms of the Call Order will be made in writing and approved by the Contracting Officer. No representation of the COR/PM shall serve as a basis for an alteration in the general scope of this Call Order or of the terms and conditions of the Call Order unless confirmed in writing by the Contracting Officer. The contractor must communicate with the Contracting Officer on all matters that pertain to the Contract terms. Proceeding with the work without proper contractual coverage could result in nonpayment for that work.